



Buses will pick up students at 2:50 p.m. Buses leave Virden Elementary at approximately 2:55 p.m. every day, except those days when there are early dismissals. Students who ride rural route buses will leave school around 3:10. The buses line up in front of the school for dismissal. The buses are parked bumper to bumper to discourage both children and adults from trying to go between them.

The school bus driver must devote 100 percent of the time driving the school bus and, therefore, should not be distracted by the conduct of the passengers. Each year millions of pupils are transported to and from school safely. This is possible only because the students understand how to act safely on the school bus. Everyone, (the classroom teacher, parents, and the riders themselves), has a part in helping the driver maintain order. While in transit, school bus riders are under the jurisdiction of the school bus driver.

**If your child needs to ride a different bus for any reason, send a note to the office or call between 2:00 and 2:30 p.m.** Unless otherwise notified, students will be required to ride their scheduled bus.

The following instructions are issued from the Illinois State Board of Education.

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. Be careful approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the windows.
8. Remember that unnecessary confusion diverts the driver's attention and

could result in a serious accident.

9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus.
13. Keep books, packages, coats and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
17. Observe safety precautions at discharge points. Where it is necessary to cross the road, proceed to a point at least 10 feet in front of the bus on the right shoulder on the road where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
18. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperones as appointed by the school.
19. Students at the school bus stop are expected to follow the rules of the school. Infractions at the bus stop will be reported as bus riding infractions.



## BUS DISCIPLINE PROCEDURES

The following are considered steps of a progressive discipline policy that may begin with step one to step three, depending on the seriousness of the incident in question.

1. The bus driver will give verbal warning and other appropriate action whenever students fail to comply with rules. Students may be given assigned

seating.

2. When there continues to be repeated offenses, the bus driver will complete a written Bus Incident Report to the administration, and parents will be informed.
3. The administrator has the authority to suspend the offending student from riding the bus.

**The School Board may suspend a student from riding the bus in excess of ten days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. Serious misbehavior may result in the student losing his or her riding privilege or a suspension regardless of the number of offenses.**